



Tuscaloosa Research & Education Advancement Corporation
VA Medical Center (151C)
3701 Loop Rd East
Tuscaloosa, AL 35404
Phone: (205) 554-3675 Fax: (205) 554-2877

APPLICATION FOR EMPLOYMENT

Date: _____

Position for which you are applying _____

Salary desired _____

Date available _____

We appreciate your interest in working for the Tuscaloosa Research and Education Advancement Corporation, Inc. As an equal opportunity employer, our employment practices are in accordance with the laws which prohibit discrimination against qualified individuals on the basis of race, religion, gender, age, disability, national origin, veteran's status or any other protected status.

This application form was designed for use by persons applying for various types of positions - professional, technical, clerical and administrative. Please answer only the questions that apply. All information will be treated confidentially. PLEASE PRINT.

Name _____
Last First Middle Social Security Number

Address _____
Street Apartment Number

City State Zip

Telephone ____ (____) ____ (____) ____
Home Work

If hired, can you provide proof that you are at least 18 years of age or, if under, do you have a permit to work? ☐ Yes ☐ No

If no, please explain _____

If hired, can you provide proof that you are eligible to work in the United States? ☐ Yes ☐ No.

If no, please explain _____

Attach any additional documentation or information necessary to the end of this application.

[The Tuscaloosa Research and Education Advancement Corporation complies with the Immigration Reform and control Act of 1986. If you are unsure of what documents are permitted to prove eligibility, we will be happy to explain the legal requirements.]

Employment History

Starting with the most recent employer, list full and part-time jobs, summer or volunteer work

Last or Present Employer

Address

Job Title

Supervisor' Name and Title

Employment dates

From

To

Earnings:

Starting

End

Summarize Work Duties

May we contact supervisor ☐ Yes ☐ No? If yes, telephone number . If no, may we contact employer only ☐ Yes ☐ No? If no, why?

Reason for leaving

Previous Employer

Address

Job Title

Supervisor' Name and Title

Employment dates

From

To

Earnings:

Starting

End

Summarize Work Duties

May we contact supervisor ☐ Yes ☐ No? If yes, telephone number . If no, may we contact employer only ☐ Yes ☐ No? If no, why?

Reason for leaving

Previous Employer

Address

Job Title

Supervisor' Name and Title

Employment dates

From

To

Earnings:

Starting

End

Summarize Work Duties

May we contact supervisor ☐ Yes ☐ No? If yes, telephone number . If no, may we contact employer only ☐ Yes ☐ No? If no, why?

Reason for leaving

Education and Training

Have you received a high school diploma or its equivalent? ☐ Yes ☐ No

Other Education:

| Name & Location of School | Major | Degree Received |
|---------------------------|-------|--|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

List any professional, trade, business or civic activities, offices held, or certifications you have received.

Skills/program knowledge you possess that you believe relevant to the position you are applying for:

| Skill | Software experience |
|--|---------------------|
| <input type="checkbox"/> Word Processing | |
| <input type="checkbox"/> Spreadsheet | |
| <input type="checkbox"/> Database, Data Entry | |
| <input type="checkbox"/> Graphics | |
| <input type="checkbox"/> Other Software Programs | |
| <input type="checkbox"/> Dictaphone | |
| <input type="checkbox"/> Switchboard | |
| <input type="checkbox"/> Other | |

Additional Information

Have you ever been disciplined or discharged for:

| | Yes | No |
|--|-----|----|
| Absenteeism | | |
| Tardiness | | |
| Insubordination | | |
| Theft or unauthorized use or removal of company property | | |
| Fighting or assault | | |
| Violating organization's safety rules | | |
| Violating organization's alcohol or drug policies | | |

If yes to any of these questions, please explain. _____

Have you ever been convicted of a crime? ☐ Yes ☐ No [A conviction record will not necessarily be a bar to employment]

If yes, please explain. _____

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for immediate dismissal. I hereby authorize every one of the former employers listed on this application to answer any questions about my employment, including assessments of my job performance and ability, which may be requested by the Tuscaloosa Research and Education Advancement Corporation in connection with my application for employment. Furthermore, I hereby release each and every one of my former employers from any and all liability, of any type, for providing accurate information.

If I am hired, I agree to conform to the rules and regulation of the Tuscaloosa Research and Education Advancement Corporation. I understand that, just as I retain the right to resign without notice or cause, the Tuscaloosa Research and Education Advancement Corporation has the same right with respect to termination of my employment. I understand that my employment is for not definite term, regardless of any other oral or written statement by any officer or representative of the Tuscaloosa Research and Education Advancement Corporation, with the exception of an express written employment contract signed by the President and Executive Director.

Applicant's Signature

Date

Print Applicant's Name